

# POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

R300048

2. Reason for Submission

☐ Redescription ☒ New  
☐ Reestablishment ☐ Other

Explanation (Show any positions replaced)

3. Service

☐ Hdqtrs. ☒ Field

4. Employing Office Location

Twin Cities, MN

5. Duty Station

7. Fair Labor Standards Act

☐ Exempt ☒ Nonexempt

8. Financial Statements Required

☐ Executive Personnel Financial Disclosure ☐ Employment and Financial Interests

9. Subject to IA Action

☒ Yes ☐ No

10. Position Status

☐ Competitive  
☐ Excepted (Specify in Remarks)  
☐ SES (Gen.) ☐ SES (CR)

11. Position Is:

☐ Supervisory  
☐ Managerial  
☒ Neither

12. Sensitivity

☒ 1-Non-Sensitive ☐ 3-Critical Sensitive  
☐ 2-Noncritical Sensitive ☐ 4-Special Sensitive

13. Competitive Level Code

14. Agency Use

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	Biological Science Technician (General)	GS	404	5	jt看	3/3/93
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title)

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment

Department of the Interior

c. Third Subdivision

a. First Subdivision

U.S. Fish and Wildlife Service

d. Fourth Subdivision

b. Second Subdivision

Region 3

e. Fifth Subdivision

Signature of Employee (optional)

Employee Review—This is an accurate description of the major duties and responsibilities of my position.

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the

knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature

Date

Signature

Date

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

Typed Name and Title of Official Taking Action

J.T. Westberg  
Personnel Management Specialist

22. Position Classification Standards Used in Classifying/Grading Position

Standard Position Description R300048  
Grade Level Guide for Aid & Technician Work  
GS-400, TS-111, 12/91

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

Signature

Date

23. Position Review

Initials

Date

Initials

Date

Initials

Date

Initials

Date

Initials

Date

a. Employee (optional)

b. Supervisor

c. Classifier

Remarks

TPL GS-5

Supervisor Copy

Employee copy

OPF(L) Copy

Classification Copy

25. Description of Major Duties and Responsibilities (See Attached)

Introduction

The incumbent serves as a Biological Science Technician, in support of programs conducted by the U.S. Fish and Wildlife Service. Typical, but not all inclusive duties of the position are illustrated by performance of the following:

Major Duties:

- Conducts censuses; makes brood and pair counts of waterfowl; makes observations of upland game birds, furbearers, predators, deer and other forms of wildlife; assists in banding of waterfowl and other wildlife species; conducts nest basket checks, and scent post surveys, conducts vegetation evaluations; and assists in the operation of bird banding stations, including cage and cannon net traps.
- Assists with performing biological studies for determining the manner and extent to which wildlife populations are affected by management activities. Records data and compiles information.
- Assists with the pest plant control program by mapping areas and applying herbicides with hand operated equipment and power operated invert and boom sprayers.
- Assists with private land wetland restorations including landowner contacts, mapping, surveying, staking, construction monitoring, seeding, etc. Assists in preparation of management plans for restored areas.
- Assists in routine refuge patrols and public use surveys.
- May be responsible for providing work direction for volunteers, YCC enrollees, temporary employees, etc.
- May participate in prescribed burning activities.
- Assists with maintenance and construction work such as road repair, fencing, posting, painting, minor repair of equipment and facilities, evacuation projects related to dikes, ditches, water impoundments, etc.
- Loads and unloads materials and equipment, cleans grounds, collects and disposes of refuse and performs a variety of light maintenance and housekeeping tasks involving the use of hand and power tools and equipment.
- May be required to operate passenger vehicles, light trucks and tractors.

Factors:1. Knowledge Required by the Position:

- Substantial knowledge of biological work, and skill to resolve a full range of irregular or problem situations when performing a variety of tasks.
- Detailed knowledge of the basic procedures and technical terminology used in the field of wildlife biology and wildlife management.
- Knowledge and skill in one or more specialized techniques in order to perform complex tasks.
- Skill in following assigned protocols to perform tasks with many steps.
- Knowledge and skill in taking exact measurements, performing mathematics, some of which may be complicated, and keeping detailed and precise records to collect and assemble data.
- Skill in operating and maintaining motorized vehicles and specialized equipment.

2. Supervisory Controls:

The supervisor provides detailed instructions. Incumbent performs work with the responsibility for using trained judgment in determining what questions should be referred to supervisor. Supervisors institute checking measures as necessary and review completed work for accuracy, adherence to instructions, and maintenance of standards. When new tasks are assigned for training purposes or familiarization, the degree of supervision will be increased. Incumbent is expected to develop own detailed work plans for day-to-day activities, and is expected to make suggestions for improvement of methods and techniques used in tasks to be performed.

3. Guidelines:

Guidelines are available in the form of administrative manuals, technical guides, operating procedures, oral instructions, and policy memoranda, however, the guides may not extend to all problems encountered. In these instances the incumbent must apply knowledge gained through experience in choosing alternative methods to meet varying requirements, or determine what problems should be referred to the supervisor.

4. Complexity:

The incumbent performs a variety of tasks ranging from routine procedural to the more complex duties related to regular and recurring

technical work of the station. In determining what is to be done, incumbent follows supervisory instructions and established protocol, or may be required to make precise discrimination among factors having only subtle differences. Tasks assigned typically require a great amount of technical finesse and/or must be performed with great speed and accuracy. Changes in procedures are likely to be frequent and covered by less detailed instruction. Incumbent may have to perform more complicated mathematics and keep very detailed and exact records.

5. Scope and Effect:

The purpose of the work is to perform a variety of biological technical work in support of the field projects. Incumbent's work affects the accuracy, reliability, or acceptability of further procedures or processes and is critical to the efficiency of the unit.

6. Personal Contacts:

Contacts are with co-workers, farmers, state employees, members of conservation and education groups, other Federal, State, local officials and the general public.

7. Purpose of Contacts:

Contacts are for the purpose of obtaining assignments, instructions and other information in regard to assigned duties. Other contacts are for exchanging information and explaining established requirements or standards, and to foster cooperative relationships. The incumbent also reports on the progress of the work performed.

8. Physical Requirements:

Work requires physical exertion such as walking over wet and rough surfaces, bending, crouching, stooping, lifting or reaching. Hand and finger dexterity and physical coordination may involve fine and precise work, delicate adjustments or exact measurements.

9. Work Environment:

Work is performed both indoors and outdoors. The indoor work area has adequate light, heat, and ventilation. Temperature and weather extremes will be encountered in the performance of outdoor work. Incumbent is expected to conduct duties in a safe and orderly manner so as not to endanger self, fellow workers or property.

A condition of employment is the wearing of the official U.S. Fish and Wildlife Service uniform in a manner prescribed in 3 AM 3 of the Administrative Manual. Incumbent is required to obtain and properly wear uniform components within Class \_\_\_\_\_ and \_\_\_\_\_.